

## Reserving Spaces in the Interprofessional Healthcare Simulation Center (IHSC)

Approved by the IHSC Advisory Committee on August 11, 2014

Edits approved July 30, 2018

### User Responsibility Agreement

By scheduling use of the IHSC, you (Room User) agree that you have read and accept sole responsibility for the following, as appropriate:

- Space comes “as is.”
  - The IHSC cannot provide additional furniture/equipment.
  - Neither can furniture/equipment be removed from the IHSC.
- Arrange for appropriate access to the IHSC for Room User and Attendees and never prop open doors.
- Arrange for appropriate personnel and training for use of the Center’s specialized equipment.
  - Only trained personnel may operate equipment in the Monitor Room. **Effective July 1, 2018, Monitor Room and corresponding equipment have been upgraded to SimulationIQ product. Contact your College/School IT for training, as appropriate.**
  - Qualified individuals must be *continuously* present for the Monitor Room, Acute Care Simulation and/or any specialized technology used for your event.
- Schedule Standardized Patients (SPs) and let them in the IHSC, as needed.
  - Make requests for Standardized Patients directly through the Assessment & Learning program. See <http://som.unm.edu/education/md/ume/standardized-patient.html> or call 272-8028 for more information.
- Room Users are responsible for setting up and returning furniture and equipment to their original configuration. Plan for set-up and clean-up time in addition to the time needed for the event.
  - Do not move furniture from one room to another; doing so may affect another’s room use.
- Arrange with your College/School for supplies you will need.
- Arrange to place all used trash container(s) outside their room(s).
- **Emergencies** — **Call UNM Police at 277-2241, or call 911.**

For directions to the IHSC or its floor plan, check the website or contact the IHSC Program Specialist at [HSC-IHSC@salud.unm.edu](mailto:HSC-IHSC@salud.unm.edu).

#### Building/Facility Access

- A locked facility; entrance is only via badge access from 6 a.m. to 6 p.m., Monday through Friday.
- Badge access requires joint approval by IHSC and your college/school’s administrative office.
- Standardized Patients (SPs) are not given badge access. Room User must arrange to let SPs into the IHSC.
- The IHSC does NOT provide support for patrons on evenings or weekends.
- AV/IT technicians are NOT available to support the use of equipment on evenings or weekends.
  - *IHSC weekend reservation requests will be considered on a case-by-case basis. Those with departmental sponsorship such as CoN, CoP, A&L, IPE, CME, may reserve the IHSC as per historical guidelines in accordance with applicable policies, subject to change without notice.*

REFERENCE: Policy 5250: Use of University Facilities (NEW): <http://policy.unm.edu/university-policies/5000/5250.html>